

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

POLICE ADMINISTRATIVE SUPPORT TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Police Administrative Support Technician is the second level in a two level Safety Non-Sworn Administrative Support series. Incumbents are responsible for performing clerical functions associated with records storage and retrieval, transcription, information dissemination to the public and law enforcement agencies regarding police cases, and the processing for release of impounded/stored vehicles.

Distinguishing characteristics within the class, based upon assignment are responsibility for focusing on complex data entry, report compilation and preparation, training and lead worker duties, or transcribing a variety of police records and reports.

The Police Administrative Support Technician is distinguished from the Police Administrative Support Assistant by its responsibility for providing advanced clerical support to Police Department personnel and assistance to outside law enforcement agencies.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

- | | | |
|----|---|-------------------|
| 1. | Transcribes narratives utilizing the real-time report writing system dictated by police officers for a variety of police-related matters of a sensitive and confidential nature. | Varies
0 - 25% |
| 2. | Enters a variety of complex data and information into applicable computerized law enforcement automated systems and databases. | Varies
0 – 25% |
| 3. | Prepares and proofreads a variety of information to ensure compliance with department standards, and informational content. | Daily
10% |
| 4. | Responds to incoming requests for information from internal personnel and/or external individuals. | Daily
10% |
| 5. | Prepares and disseminates a variety of routine and/or confidential correspondence and informational materials. | Daily
5% |
| 6. | Performs a variety of routine clerical activities in support of division operations, which may include: transcription; review of case documents; filing; processing mail; responding to e-mails; and/or, performing other related activities. | Daily
5% |
| 7. | Compiles and organizes a variety of data and information associated with operational activities utilizing information from databases, paper records, and/or other applicable sources. | Weekly
5% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
8.	Prepares and maintains files and records in assigned area of responsibility.	Weekly 10%
9.	Queries and researches a variety of information in various law enforcement specific databases.	Weekly 5%
10.	May be required to retrieve records from off-site facility	As Required
11.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- High School Diploma, or GED, and two years of related experience is required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Typing Certificate
- Certification on the various statewide law enforcement data base systems, within the probationary period.
- Successful completion of: polygraph test, psychological examination, medical examination, and an extensive background investigation

Some positions, based on assignment, may require:

- Basic Class C License.
- Certified Court Reporter

Knowledge (position requirements at entry):

Knowledge of:

- Customer service policies, principles and practices;
- Transcribing techniques;
- Applicable computer software packages;
- Legal terminology;
- Advanced police procedures in assigned area of responsibility;
- Proper spelling, grammar, and punctuation;
- Recordkeeping principles and practices;
- Filing principles and practices;
- Office procedures, principles, practices and equipment.

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Skills (position requirements at entry):

Skill in:

- Using computers and applicable software applications
- Safely operating and maintaining applicable tools and equipment
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Preparing, analyzing, and maintaining operational records
- Dealing tactfully with difficult people both telephonically and in person
- Maintaining confidentiality
- Interpreting, applying and explaining applicable laws, codes, ordinances, policies, procedures, rules and regulations
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction.

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

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